

Instructions

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HIGH SCHOOL AND UNIVERSITY MATRICULATION EXAMINATIONS.

INSTRUCTIONS TO PRESIDING EXAMINERS, 1899.

☞ The Presiding Examiners are *requested to peruse carefully* the following instructions and see that they are fully carried out:—

(1) Each Inspector, or such other person as may be appointed by the Minister, shall himself, in person, receive from the Department or the Inspector, the examination papers, and shall thereupon be responsible for the safe keeping of the parcel containing the same, unopened, until the morning of the first day of the examination.

(2) On the receipt of the bag containing the question papers the Presiding Examiner will see that *the seal is intact*. The bag can be opened by breaking the wire close to the seal.

(3) The Presiding Examiner will satisfy himself that all necessary arrangements are made by the School Board in due time for the examination. If the trustees have not placed a clock in each room used for examination purposes the Presiding Examiner shall have power to hire the use of one for each room during the time required for the examination, and charge the same as part of the expenses of the examination.

(4) The Presiding Examiner shall, if there is sufficient accommodation and if a sufficient number of papers have been received, admit candidates that through some oversight did not send their applications to the Inspector. The names of such candidates are to be entered in the report-blank specially provided, with such information as is required of the other candidates. This report-blank and the required part of the fee with one dollar additional as provided, should be sent by the Presiding Examiner, to the Education Department. The balance of the fee should be sent to the Board that bears the expense of the examination.

(5) The Presiding Examiner shall exercise necessary vigilance at all times while the candidates are engaged, and he *shall not give his*

attention to any work other than that which pertains to his duties as Presiding Examiner. He shall take all necessary care to render it impossible for the instructions to candidates to be violated without his knowledge. This instruction (5) is to be observed however small may be the number of candidates.

(6) It is imperative that the regulations be enforced by the Presiding Examiner and strictly observed by the candidates. In particular, the examination papers shall be distributed, and the answer papers collected *punctually* at the time indicated in the time-table. The Presiding Examiner has no authority to deviate from the official time-table.

(7) In the examination room candidates, whether writing on the same subject or on different subjects, shall be seated at least five feet apart. All diagrams or maps having reference to the subject of examination shall be removed from the room, and books, papers, etc., removed from the desks; all arrangements shall be completed, and the necessary stationery distributed at least *fifteen minutes* before the time appointed for the commencement of the first subject of the examination, and at least *five minutes* before each other subject is begun.

(8) No person except the Examiners and any necessary attendants shall be present with the candidates in any room at the examination; and at least one Examiner shall be present during the whole time of the examination in each room occupied by the candidates.

(9) The Presiding Examiner shall, as indicated on the time-table, read to the candidates their duties, shall draw attention to any feature of them that may require special care during the examination, and shall be explicit in giving instructions to the candidates as to the manner in which the slips are to be attached to the envelopes. Great care should be taken in distributing the proper number of envelopes and in accounting for such envelopes as have been distributed. The instructions (5), (6) and (7) for candidates are also instructions to Presiding Examiners.

(10) *Punctually* at the time appointed for the commencement of each examination, the Presiding Examiner shall, in the examination room and in the presence of the candidates and other Examiners (if any), break the seal of the envelopes containing the examination papers, and give them to the other Examiners and the candidates. The papers of only the subject or subjects required shall be opened at one time. Until the examination in the subject is over no examination papers, other than those which the candidates receive, shall be taken out of the room.

(11) *Punctually* at the expiration of the time allowed, the Examiner shall direct the candidates to stop writing, and cause them to hand in their answer papers *immediately*, duly fastened in the envelopes.

(12) The Examiner shall keep upon his desk the tally list (check-list of candidates and subjects) and as each paper in any subject is handed in, (and the Examiner should carefully note the superscription of the envelope—the subject and the candidate's name), he shall check the same by entering the figure "1" opposite the name of the candidate. After the papers are handed in the Examiner shall not allow the envelopes to be opened, and he shall be responsible for their safe keeping until transmitted to the Education Department, or placed in the hands of the Presiding Examiner.

(13) For special Instructions *re* the examinations in Reading, Book-keeping, Botany, Drawing, Stenography, Chemistry, Biology, etc., see Confidential Circulars of Forms I., II., III., IV., which are forwarded to each Presiding Examiner prior to the examinations.

REPORTS, ETC.

(14) The Presiding Examiner shall report to the Education Department at the close of the examination in the "Remarks" column of the Diagram Blank, any particulars in which the Instructions, etc., were not observed and he shall mention any facts regarding the examination that he deems expedient to have brought before the Board of Examiners. The Presiding Examiner and his Assistants shall sign a declaration that in all other respects the Instructions and Regulations were fully complied with.

(15) The Presiding Examiner as part of his report to the Department shall send a diagram of each room on the forms provided, showing the position occupied by each candidate and Presiding Examiner during the examination of each Form.

(16) The Presiding Examiner shall not arrange the answer papers according to subjects, but shall arrange them so that all the answers of each candidate for each Form shall be sent together and *in the order that their names appear* on the list of candidates for the examination. To facilitate this, elastic bands have been supplied, one for each candidate's set of answers.

(17) The prompt return to the Education Department of the answers at the close of the respective examinations is essential, and may be greatly facilitated if the answers are sorted at the close of each day's examination. All diagrams and reports (*except the tally-lists*) should be forwarded to the Department *by post* on the respective days that the answers are forwarded. The tally-list of each Form should be returned in its respective bag with the candidates' answer-envelopes.

(18)—(a) The answers of the candidates taking the Form I. examination, together with the Form I. tally-list, shall be returned at the close of that examination in the bag marked with *blue*.

(b) The answers of the candidates taking the Form II. examination together with the Form II. tally-list, shall be returned at the close of that examination in the bag marked with *red*, those for the Commercial Diploma being placed in a *separate parcel*.

(c) The answers of the candidates for Form III. and IV. examinations, together with the Form III. and Form IV. tally-lists, shall be returned at the close of those examinations in the bag marked with *green*.

(d) The answers of scholarship candidates, in the various Form examinations, shall be enclosed in the envelopes specially provided, shall be made up in *separate parcels* and shall be returned to the Department in the bags of their respective Forms.

(e) Each bag shall be so folded and tied that the words "The property of the Education Department" will be outwards. The shipping tag should be securely attached to the strap on each bag.

(f) All express charges must be prepaid, and no commercial value should be placed upon the bags and contents.

(g) All surplus examination papers may be given at the close of the examination to the Principal of the school.

EXPENSES OF THE EXAMINATION.

The Treasurer of the High School Board or of the Public School Board of the school where the examination is held shall pay on the certificate of the Public School Inspector, all the expenses of the examination which shall include the following :—

(1) For preparing the lists of candidates, the Inspector shall be entitled to the remuneration of \$2.00, provided that the number of candidates writing does not exceed twenty. For each additional twenty candidates or fraction of that number, the Inspector shall be entitled to an additional dollar. It is to be understood that the number of applications received, and not the Forms for which candidates write, will determine the amount to be paid for this service.

(2) For conducting the examination each Presiding Examiner shall be entitled to \$4.00 a day and actual travelling expenses, which shall include railway fare or the ordinary cost of their conveyances.

(3) For meeting the incidental expenses of the examination, the cost of stationery, etc., and the payment for any additional services required during the examination.

INSTRUCTIONS TO CANDIDATES.

(1) Each candidate shall satisfy the Presiding Examiner as to his personal identity before the commencement of the second day's examination, and any person detected in attempting to personate a candidate shall be reported to the Department.

(2) Candidates shall be in their allotted places before the hour appointed for the commencement of the examination. If a candidate be not present till after the appointed time, he shall not be allowed any additional time. No candidate shall be permitted, on any pretence whatever, to enter the room after the expiration of an hour from the commencement of the examination.

(3) No candidate shall leave the room within *one hour* after the distribution of the examination papers in any subject; and if he then leave he shall not be permitted to return during the examination on such subject.

(4) Every candidate shall conduct himself in strict accordance with the regulations. Should he give or receive any aid or extraneous assistance of any kind, in answering the examination questions, or should he leave his answer exposed so that any candidate may copy from him he will forfeit any certificate he may have obtained. He shall also be debarred for two years from writing at any examination conducted by the Education Department.

(5) Candidates are reminded that should any candidate be detected in talking or whispering, or making signs to another candidate, or in

copying from another, or allowing another to copy from him, or in having in his possession, when in the room, any book, notes, or anything from which he might derive assistance in the examination, it shall be the duty of the Examiner if he obtain clear evidence of the fact at the time of the occurrence, to cause such candidate at once to leave the room; and such candidate shall not be permitted to enter during the remaining part of the examination, and his name shall be struck off the list. If, however, the evidence be not clear at the time, or be obtained after the close of the examination, the Examiner shall report the case to the Department.

(6) Candidates are also reminded that the Presiding Examiner is not allowed to make *any explanation* or other statement regarding the probable meaning of any question or to *give any advice* as to what questions should be undertaken by the candidates or how any question should be answered.

(7) Should any error appear to have been made in any question paper *no attention* shall be drawn to it during the time of the examination by either the Presiding Examiner or any of the candidates. Candidates may, however, at the end of the examination period submit the matter to the Presiding Examiner who, if he considers it necessary, will report on the matter to the Department at the close of the examination.

(8) Every candidate shall write the subject of examination very distinctly at the top of each page of his answer paper, in the middle. If a candidate write his name or initials, or any distinguished sign or mark on his answer papers or use any other paper or ink than that provided by which his identity might be disclosed or insert in the envelope any matter not pertinent to the examination, his examination will be cancelled.

(9) Each candidate, in preparing his answers, shall write on one side only of each sheet, shall page the sheets in each subject, shall write distinctly, on the last sheet, the total number of sheets enclosed in the envelope, shall fold them once across, place them in the envelope provided by the Department, seal the envelope, write on the outside of the envelope the subject of examination only, and on the slip provided, his name in full (surname preceding), and then securely fasten the slip to the envelope, as instructed by the Presiding Examiner.

EXTRACTS FROM INSTRUCTIONS TO APPLICANTS AND INSPECTORS.

FEES.

First Form examination, \$2. Second Form examination, Part I., \$2. Third Form examination, \$5. Fourth Form examination, Parts I. and II, each \$3; taken together, \$5. Commercial Diploma examination, \$4, (part \$2). For candidates for examination in the additional subjects (not to exceed three) for pass Matriculation into any University or Learned Profession, the fee shall be \$2. If the fees for a candidate amount to more than \$5, only \$5 will be required.

Attention is directed to the scale of fees to be paid by candidates. When the fee is \$5, \$4, \$3, or \$2, the amount to be sent to the Department is \$3, \$2, \$2, or \$1, respectively. The balance of fees received is to be forwarded to the High School Board or other body that bears the expenses of the examination.

Applications will not be received by the Inspector after the date mentioned, and candidates are reminded that they should in no case forward their applications to the Education Department. If the candidate should, through an oversight, neglect to have his application duly sent to the Inspector, he may present himself at the examination, when the Presiding Examiner is at liberty to admit him, provided there is the necessary accommodation, and that a sufficient number of examination papers has been forwarded. An additional fee of \$1 will be exacted by the Presiding Examiner from a candidate who presents himself in this way.
